



AIRPORT POLICE & FIRE

Fairbanks
International
Airport

State of Alaska, Department of Transportation & Public Facilities
6450 Airport Way Ste 1, Fairbanks, AK 99709 Phone: 474-2555 FAX: 474-2544

BACKGROUND INVESTIGATION PACKET INSTRUCTIONS

The next step in the hiring process is a comprehensive criminal, driving, credit and personal history background check. To ensure we are obtaining the best and most accurate data, you will be required to submit the below listed documents and information. Incomplete or missing documents and/or information may result in your being removed from further consideration. We encourage you to be as complete and accurate as possible when providing the requested information.

It is imperative you read ALL of the instructions before completing the background investigation packet. Your failure to complete the background investigation packet correctly may result in your removal from the hiring process.

When you have completed the background investigation packet, please place all documents into the return envelope in the **following order**:

(Anywhere it asks for a PCN—leave blank for now).

1. Waiver and Authorization to Release Information – **Must be Notarized**
2. Cover Letter—please highlight your knowledge, skills, and ability to do the job
3. Pre-Employment Certification
4. Qualification Inquiry – Firearm Possession
5. Alaska Police Standards Council F-3 – Personal History Statement – **Must be Notarized**
6. Copy of Birth Certificate
7. Unopened, official High School TRANSCRIPTS and copy of Diploma or GED
8. Unopened, official College or University Transcripts – if applicable
9. Copy of College or University Diploma – if applicable
10. Copy of Military DD214 Part A Form— if applicable
11. Copies of pertinent technical certifications – if applicable
12. Fingerprint Cards – Completed and signed
13. Additional supporting correspondence or documents you wish to include, i.e. letters of recommendation.



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It is recommended that you retain a copy of all documentation for your records.

INSTRUCTIONS

Download and complete the following forms from the department web site at
<http://dot.alaska.gov/faiiap/police-fire/recruitment.shtml>

Waiver and Authorization to Release Information
Pre-Employment Certification
Qualification Inquiry – Firearm Possession
Alaska Police Standards Council F-3 – Personal History Statement

Download and read the Physical Fitness Standards.

You are required to provide us with the information requested in the packet and return it to the Fairbanks Airport Police and Fire Department by the date specified in your letter or you will not be permitted to participate in the written test.

**YOUR FAILURE TO COMPLY WITH THIS REQUIREMENT WILL RESULT
IN THE LOSS OF FURTHER CONSIDERATION FOR THIS POSITION.**

You may either complete these forms electronically or legibly hand write your answers/information. You must personally complete each form, you may not have a third party complete the forms for you. Each section must be completed. Whenever an address is requested, the complete, current address including the zip code must be used. Correct phone numbers of references and former employers must be included. Please note that if you are completing the forms electronically, you will want to save the forms to your computer prior to typing in them, as they may not save otherwise.

If an item does not apply to you, place the letters "N/A" (not applicable) in the blank. Neatness and legibility are important. An application that is unreadable or incomplete indicates a lack of interest in the position or the inability to follow simple instructions.



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COMPLETING THE PACKET

The following documents with their respective attachments must be completed and returned by the date specified in your letter in order for your application packet to be accepted by the department.

1. Waiver and Authorization to Release Information
2. Cover letter with your knowledge, skills & abilities
3. Pre-Employment Certification
4. Qualification Inquiry – Firearm Possession
5. Personal History Statement (APSC Form F-3)
6. Two (2) sets of fingerprints

Attachments for above: **DO NOT SEND ORIGINALS**

1. Birth or Baptismal Certificate
2. Unopened, official High School Transcripts and Diploma or GED.
3. Unopened, official College Education Transcripts (if applicable)
4. College or University Diploma (if applicable)
5. Military Discharge or Separation Papers – DD214 Part A (if applicable)
6. Technical Certifications

Your signature on the Waiver and Authorization to Release Information Form **MUST** be notarized. Qualification Inquiry (Firearm Possession) – please read carefully. Airport Police and Fire Officers are required to be armed. If, by law, you are not eligible, then you need not apply. The instructions for submission of fingerprint cards are below.

Knowingly omitting information, or providing false or misleading information on any portion of the application will result in the loss of your eligibility for the position, and could result in dismissal if discovered after the date of hire.

INSTRUCTIONS FOR COMPLETION OF APPLICANT FINGERPRINTS

Following are the instructions for completion of your applicant fingerprints: read and follow them carefully. Incomplete or incorrect applicant fingerprints cannot be processed and necessitate re-submission, which will cause an unnecessary delay in processing your application and/or removal of you from further consideration.



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1. Two complete sets of ink fingerprints must be submitted on hard cards.
Several local departments and agencies provide fingerprinting services—Fairbanks PD, North Pole PD, Ft Wainwright PD, and University PD. The Badging Office for the airport may be available to provide fingerprinting services **by appointment only**. Contact the Badging Office (474-2520 or 474-2500) for availability.
2. Your fingerprint impressions are to be legibly recorded on the forms provided by an agency or department having facilities for taking fingerprint impressions. Fingerprints self-recorded by the applicant are not acceptable.
3. Type or print the following required descriptive data in the appropriate spaces on the forms:
 - Applicant's Full Name
 - Signature
 - Residence Address
 - Signature of Official Taking Fingerprints
 - Employer and Address space must reflect the following:
"APPLICANT – AIRPORT POLICE AND FIRE"
 - Reason Fingerprinted--Employment
 - Alias(s)
 - Citizenship (US)
 - Social Security Number
 - Sex
 - Race
 - Height
 - Weight
 - Eye Color
 - Hair Color
 - Date of Birth
 - Place of Birth
4. Sign the fingerprint forms in the presence of the person who takes your fingerprints.
5. The official taking your fingerprints must sign the fingerprint form and give the date the fingerprints were taken.



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6. Return the completed fingerprint forms with the application packet.

RETURN THE PACKET

If you reside in the Fairbanks North Star Borough, you must hand deliver this completed packet to Fairbanks Airport Police and Fire by the date specified in your letter. If you live outside the borough, you may mail the packet, but it must be RECEIVED by the department by the date specified in your letter. Please place all documents in the correct order in a manila envelope marked as follows:

Your full name in the upper left corner.

Addressed:

Fairbanks Airport Police and Fire
Attn: Officer Robert Harley
5195 Brumbaugh Blvd
Fairbanks, AK 99709

Please ensure that your envelope is sealed and marked **CONFIDENTIAL** in the lower left corner.

We recommend that you make a copy of all items for your personal file.

ALL OF THESE DOCUMENTS MUST BE RECEIVED AT THE FAIRBANKS AIRPORT POLICE AND FIRE DEPARTMENT PRIOR TO YOUR WRITTEN EXAM.

The following requirements will be scheduled at a later date if you are selected for further processing:

1. Interview
2. Psychological Screening Test
3. Polygraph Examination or Voice Stress Analysis
4. Comprehensive Physical

QUALIFICATIONS



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The following qualifications and characteristics are the minimum standards acceptable for the position of Airport Police and Fire Officer I. Our testing and screening process will eliminate anyone not meeting these standards. Additionally, all successful applicants must be able to perform the essential functions of an Airport Police and Fire Officer I.

1. **AGE:** An applicant must be a minimum of twenty-one (21) years of age prior to being appointed as an Airport Police and Fire Officer I. There is no maximum age limit.
2. **PHYSICAL CONDITION:** A comprehensive physical examination must be performed by a physician before appointment. Law enforcement and aircraft rescue firefighting are physically demanding jobs and require a minimum level of fitness at the outset. Minimum vision requirement is 20/30 corrected, normal binocular coordination and normal peripheral and color vision. The minimum hearing requirement is that the applicant must have normal hearing or have no hearing deficit that would adversely affect their performance as a police officer. A physical agility test is also used for this department's selection process.
3. **DRIVER'S LICENSE AND DRIVING RECORD:** A valid Alaska Driver's License is required. Two or more DUI convictions within 10 years is disqualifying. This includes driving records from other states.
4. **CRIMINAL RECORD:** A conviction for any felony is disqualifying, as are convictions for certain misdemeanors.
5. **CREDIT RECORD:** A good credit record is necessary.
6. **PERSONAL CHARACTERISTICS:** We are looking for individuals with above average personal qualities including: moral character, enthusiasm, interest in **BOTH** police and fire fighting work, personal integrity and dedication.
7. **APSC CERTIFICATION:** Anyone who has been denied certification or whose basic certificate has been revoked by the council in this state or the responsible licensing agency in any other issuing jurisdiction is not eligible. Exception is if the denial or revocation has been rescinded by the council under 13 AAC 85.110 or by the responsible licensing agency of the issuing jurisdiction.



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DRUG POLICY

Airport Police and Fire will eliminate from consideration any applicant who meets any of the following criteria:

1. Has illegally manufactured, transported, or sold a controlled substance, unless the person was under the age of 21 at the time of the act and the act occurred more than 10 years before the date of hire
2. Within the five years before the date of hire, has illegally used a controlled substance other than marijuana, unless the person was under the age of 21 at the time of using the controlled substance, or an immediate, pressing or emergency medical circumstance existed to justify the use of a prescription Schedule IA, IIA, IIIA, IVA or VA controlled substance not specifically prescribed to the person.
3. Within the one year before the date of hire, has used marijuana, unless the person was under the age of 21 at the time of using marijuana.

STATUS

At no time will specific information regarding the applicant status during the background process be provided. Since we conduct investigations on applicants from around the country and State of Alaska at the same time, it is virtually impossible to keep each applicant informed on how they did on each portion of the background process.

Please do not call to check on your status.

We will contact you each time you are needed. If you are removed from consideration during the background process, you will not be notified until the conclusion of the entire background process.

THE STATE OF ALASKA IS AN EQUAL OPPORTUNITY EMPLOYER



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**THE STATE OF ALASKA COMPLIES WITH TITLE 1 OF THE
AMERICANS WITH DISABILITIES ACT (ADA)**